



HIDALGO COUNTY

RECLASSIFICATION COMMITTEE ADJUSTMENT RECOMMENDATION FORM

DEPARTMENT NAME: DEPARTMENT OF BUDGET & MANAGEMENT

REQUEST DATE: 05/01/09

DEPARTMENT NUMBER: 115

PROGRAM NUMBER: 001

CURRENT SLOT #: 0012

DEPARTMENT RECLASSIFICATION REQUEST

CURRENT:

SUPERVISOR, CLERICAL SECTION

\$35,490.00

Classification/Position Title

Pay Grade/Salary

REQUESTED ADJUSTMENT:

COMMISSIONERS' COURT AGENDA COORDINATOR

\$39,707.00

Classification/Position Title

Pay Grade/Salary

COMMITTEE RECOMMENDATION

COMMISSIONERS' COURT AGENDA COORDINATOR

\$39,707.00

Classification/Position Title

Pay Grade/Salary

COMMENTS:

SIGNATURES

[Signature]
Human Resources Representative

5/4/2009
Date

[Signature]
County Treasurer Representative

05/04/09
Date

[Signature]
Budget & Management Representative

5/04/2009
Date



HIDALGO COUNTY

Personnel Adjustment Request Form

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DEPARTMENT NAME/NUMBER: DBM / 115-001

DATE: 05/01/09

CURRENT POSITION TITLE: Supervisor, Clerical Section

CURRENT SLOT. #: 0012

REQUESTED POSITION TITLE: Commissioners Court Agenda Coordinator
(For new positions or reclassifications)

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other _____

*Civil Service Positions are submitted to the Civil Service Commission.

POSITION SALARY REQUEST:

Salary Amount: \$ 35,490.00 \$ 39,707.00 \$ 4,217.00
 Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
Full Time Temporary Object 121 Part Time Temporary Object 122 \$ _____
Enter hourly rate for temp. positions
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE: FLSA:
Exempt Exempt
Non-Exempt Non-Exempt
N/A

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)

This position was assigned responsibility as Agenda Coordinator on February 2008. This function became permanent when the Agenda Coordinator was reassigned to the position of Commissioners Court Administrator and Assistant to the Executive Officer

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)

Agenda Coordinator and Office Manager

Agenda Coordinator duties assigned to permit Commissioners Court Administrator to assist Executive Officer

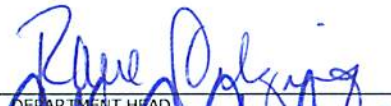

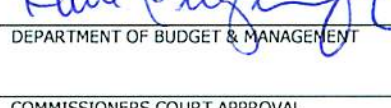
New job description attached

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Under Classification Plan: From Grade 8 Step 4 (35,157) to Grade 10 Step 3 (39,707)

1.		5/01/09	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		5/4/2009	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		5/01/09	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			

NEW

HIDALGO COUNTY

Department of Budget and Management

JOB TITLE: Comm. Court Agenda Coordinator

FLSA STATUS: Non - Exempt

DEPARTMENT: 115 – 001

CIVIL SERVICE STATUS: Non – Exempt

GENERAL JOB DESCRIPTION:

Under the direction of the Chief Administrator, Department of Budget and Management, this position is responsible for coordinating the preparation of the weekly Commissioner's Court Meeting Agenda. This position also receives technical supervision and direction from the Commissioner's Court Administrator and Agenda Manager. This position is also assigned responsibility as the Department Time and Attendance Administrator and general Office Manager.

EXAMPLES OF WORK PERFORMED:

1. Prepares the weekly Commissioner's Court Meeting Agenda and posts the Agenda as required by law.
2. Coordinates the review of Agenda Items with departments and with department managers and other analytical staff to insure items are complete with all necessary backup documents and data.
3. Review, verify, and process all invoices for the Department.
4. Make travel arrangements and prepare all travel request documents for department staff.
5. Compiles data and prepares monthly, annual, and special reports as required.
6. Manage the Purchase Order requisition process for the department and order supplies and equipment as required for office operations.
7. Performs as the Time and Attendance Administrator for the Department.
8. Maintains all appropriate personnel files, including change of status forms, copies of all personnel actions, including staff evaluations and conference notes.
9. Maintains a log and a file of all policy or procedure documents distributed (faxed or mailed) to County Departments.
10. Prepare SAGE expenditure and other reports for the department and review or inquire as needed to determine appropriate balances for fund accounts.
11. Performs other related and appropriate duties as assigned.

MINIMUM QUALIFICATIONS:

An Associates Degree in business, management, or other related field from an accredited College or University, and four (4) years of clerical, technical, and supervisory experience in a government agency. Other combinations of experience and education that meet the minimum requirements may apply as determined by the Department.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of office management and the equipment used;
- Knowledge of business English, spelling, and arithmetic;
- Knowledge of personnel management and supervision;
- Ability to perform a broad range of supervisory responsibilities over others;
- Ability to communicate effectively orally or in writing;
- Ability to observe, compare, or monitor data and employees' behavior to determine compliance with prescribed policies and procedures;
- Skill in the use of required computer software and other County computer systems.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must have a current valid Texas Motor Vehicle Operator's license.

Must be able to be insured by the County's insurance carrier.

Must have liability insurance.

OTHER DUTIES AND ASSIGNMENTS:

May be assigned other duties in addition to those listed. Duties may change according to the changing needs of the Department of Budget and Management and /or the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand, walk, sit, use hands, handle or feel objects. The employee may also need to climb, balance, stoop, or kneel. The employee must occasionally lift and/or move heavy items or objects. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment;
- Handling financial affairs effectively and honestly;
- Maintaining confidentiality;

Effectively handle a work environment and conditions which involve:

- Working closely with others;
- Working in a multi-task environment;

Maintain effective audio/visual discrimination and perception needed for:

- Making observations
- Reading and writing;
- Operating assigned equipment;
- Communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety policies and procedures;

HIDALGO COUNTY

OLD

Department of Budget and Management

JOB TITLE: Supervisor, Clerical Section

FLSA STATUS: Non - Exempt

DEPARTMENT: 115 – 001

CIVIL SERVICE STATUS: Non – Exempt

GENERAL JOB DESCRIPTION:

Supervise and coordinate the work of a group of employees providing clerical support for the Department and prepare the weekly Commissioner's Court Agenda in coordination with the Commissioner's Court Administrator. The incumbent has primary responsibility for employee selection, training, evaluation, and disciplinary actions. Duties involve frequent evaluation of the overall clerical requirements of the Department. Duties also include the assignment of work among the clerical staff to meet the workload demand and the clerical support required by the various sections in the Department. The Clerical Supervisor coordinates with the Section Managers to obtain feedback for clerical evaluations. The Clerical Supervisor coordinates with appropriate staff within the department and with other departments in the preparation of the weekly agenda.

EXAMPLES OF WORK PERFORMED:

- Supervises clerical employees engaged in a variety of clerical tasks for the Department;
- Establishes workload priorities for the clerical staff based on such factors as the need for immediate action, work objectives, work schedules, and knowledge of future needs;
- Investigates and resolves problems, complaints, and disputes in accordance with established divisional or departmental policies and procedures;
- Compiles data and prepares monthly, annual, and special reports as required;
- Works with the Section Managers to address workload issues, priorities, and the distribution of work as it relates to major projects such as the annual county budget;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality seamless customer service;
- Performs as the Time and Attendance Administrator for the Budget Division;
- Maintains all appropriate personnel files, including copies of Department staff evaluations and conference notes;
- Maintains a log and a file of all policy or procedure documents faxed or mailed to County Departments.

MINIMUM QUALIFICATIONS:

An Associates Degree from an accredited College or University and two (2) years of clerical experience, including some supervisory experience. Other combinations of experience and education that meet the minimum requirements may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of office management and the equipment used;
- Knowledge of business English, spelling, and arithmetic;
- Knowledge of personnel management and supervision;
- Ability to perform a broad range of supervisory responsibilities over others;
- Ability to communicate effectively orally or in writing;
- Ability to observe, compare, or monitor data and employees' behavior to determine compliance with prescribed policies and procedures;
- Skill in the use of required computer software and other County computer systems.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Must have a current valid Texas Motor Vehicle Operator's license.

Must be able to be insured by the County's insurance carrier.

Must have liability insurance.

OTHER DUTIES AND ASSIGNMENTS:

May be assigned other duties in addition to those listed. Duties may change according to the changing needs of the Department of Budget and Management and /or the County.

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- Working closely with others;
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Maintain effective audio/visual discrimination and perception needed for:

- Making observations
- Reading and writing;
- Operating assigned equipment;
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ACCIDENT PREVENTION PROGRAM:

Required to follow all department safety policies and procedures;